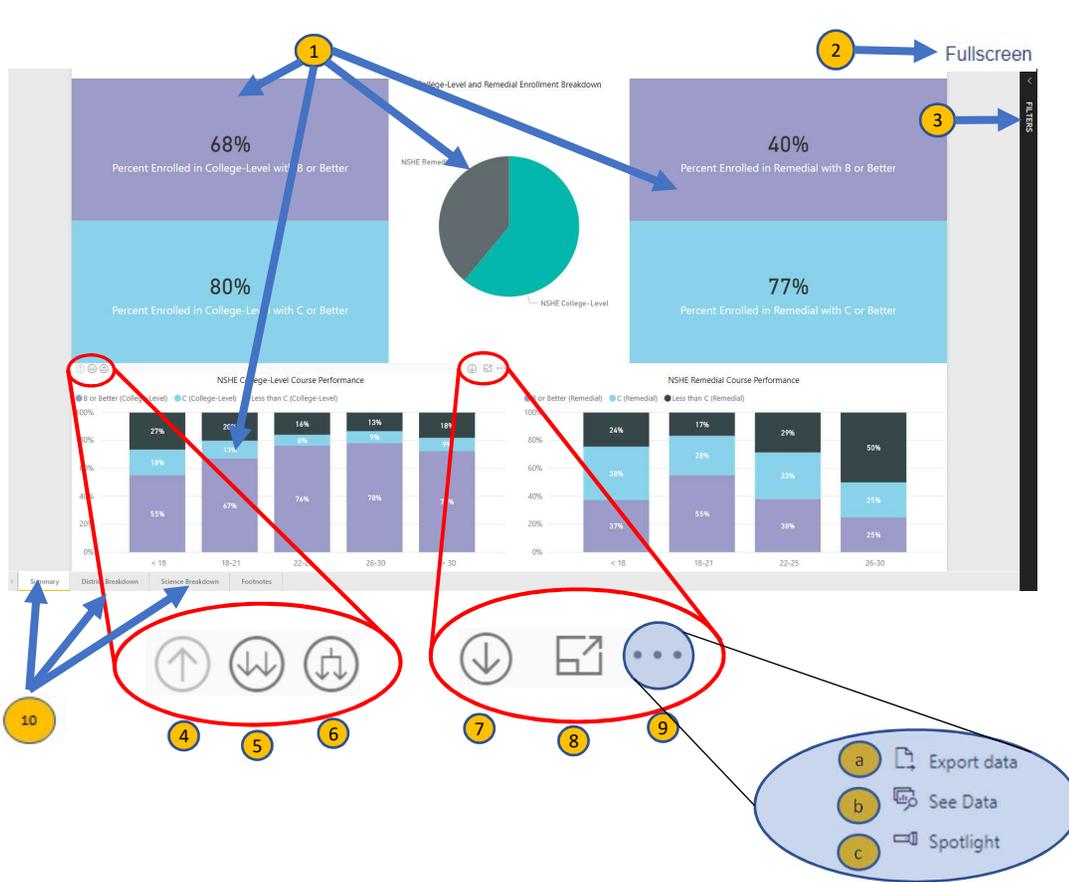


NPWR Power BI Reports Quick Reference Guide



- 1 **Visuals** – Graphical representations of data
- 2 **Fullscreen** – Expands the report to fill the entire browser window
- 3 **Filters** – Select to access and modify filters available for this report
- 4 **Drill Up** – Select to return to the previous data level
- 5 **Next Level in the Hierarchy** – Select to drill down to the next data level
- 6 **Expand all one down in the hierarchy** - Expands the current data drill down
- 7 **Drill Down Mode** - Enabling this feature allows the user to single click on a data point and the data point will filter to the next data level
- 8 **Focus Mode** – Highlights a subset of the visible data; the non-highlighted data remains visible but dimmed
- 9 **More options** - Provides users the choice to export data as an Excel spreadsheet, see raw data, or spotlight a specific data point
 - a **Export data** allows user to export data as an Excel spreadsheet
 - b **See data** – Displays raw data below the represented visual
 - c **Spotlight mode** highlights the selected visual and dims all other visuals
- 10 **Tabs** – Provide the user different report pages including the Footnotes.

Keyboard shortcuts

Across the product

Ctrl+F6	Move focus between sections
Enter	Select item in focus
Esc	Close out of current section
Tab	Move focus forward in section

On visual

Alt+Shift+F10	Move focus to visual menu
Alt+Shift+F11	Show data
Shift+Tab	Move focus backward in section
?	Show keyboard shortcuts

Helpful Tips

- By single clicking on a data point, filters are applied and other visuals will automatically update based on the selection.
- Placing your mouse over an object will allow you to see additional information in the Tool Tip